

# Rally Organizer's Checklist

## Getting Started

- Read the CNER policies on Guidelines for organizers of Regional rallies and activities at <http://cne.ponyclub.org/policies.htm>.
- Communicate with the previous year's organizer and the Regional Supervisor (RS) and find out how this rally was handled in the past.
- Read the organizer's section of the rally discipline rulebook and the horse management rulebook.

## Budget

- Establish a budget and work with the RS. The RS must approve the budget. The cost of the entry fees should cover the site location, judges, lunch perks, insurance, postage, travel arrangements, mileage, phone calls, supplies, portapotties, photocopies, test sheets and anything else pertaining to the activity.

Cost of Horse Management Judges: Chief: \$150 plus mileage, Assistant: \$50 for anyone NOT in PC.  
(Also if a parent is signed up as a volunteer then they should not be paid)

- Mail all entry checks to the treasurer no later than the day of the rally.
- Pay all expenses of the rally and within a month; send a formal accounting of income and expenses to the treasurer and the RS. For further financial planning notes, see Notes on Financial Planning for a Regional Event or Upper Level Program at <http://cne.ponyclub.org/policies.htm>.
- Many officials are typically paid at the rally so make sure someone you've contacted the treasurer in advance to determine how payment will be made.

## Facilities

- Select and book location after verifying date with the RS and Regional Council.
- Check with Regional Supervisor or regional secretary to see if site and date are listed on the Region's list of insured sites.
- Ensure that there are adequate water supplies, both human and equine, and sanitary facilities on the grounds and make provisions for manure and trash disposal. In hot weather, drinking water and cups should be available at all venues, i.e. (HM station, safety checks, ringside).
- Coordinate with the Sound System Coordinator for appropriate walkie-talkie and speaker coverage. Determine who will be the rally announcer. Determine the electrical needs and power supply location.
- Put up road signs where possible to assist trailers.
- There should be a place for posting of scores viewable by competitors.
- Food should be available to competitors, judges, volunteers, and spectators.
- Find a quiet location for the scorers. Determine where the scorer will plug in any computerized equipment (i.e. laptop and printer). What happens if it rains?
- What happens if it rains? Can the written tests proceed? Is there shelter for competitors, judges, volunteers, and spectators? Does each horse have a spot on a trailer as required?
- There should be sheltered judging booths/trailers for dressage with tables and chairs. Other judges like stadium should also be sheltered.

## Entries

- Create an entry from similar to the one at [http://cne.ponyclub.org/entries/CNER\\_generic\\_entry.pdf](http://cne.ponyclub.org/entries/CNER_generic_entry.pdf) that contains all the required forms. Include a tentative schedule for the day, any special instructions (i.e. No water available on site, dogs allowed/not allowed, etc), and directions to the facility.

Forms:

- Completed entry form**
- Overnight stabling requested & completed overnight stall card (for each horse)**  
(Available at <http://www.ponyclub.org/files/bin/2450>)
- Competitor's rally release form (for each team member)**  
(Available at <http://www.ponyclub.org/files/bin/3328>)
- Two (2) Medical release form (for each team member)**  
(Available at <http://www.ponyclub.org/files/bin/3288>)
- Qualification affidavit for Eventing (for each team member)**

(Available at <http://www.ponyclub.org/files/bin/1026>)

**[ ] Current Coggins test (for each horse)**

**[ ] Signed coach's guidelines for Eventing**

(Available at <http://www.ponyclub.org/files/bin/2960>)

**[ ] Signed coach's guidelines for Show Jumping**

(Available at <http://www.ponyclub.org/files/bin/2964>)

**[ ] Signed coach's guidelines for Tetrathlon**

(Available at <http://www.ponyclub.org/pdfs/rulebooks/2006TetrathlonRulebookwaddenda.pdf>)

**[ ] Signed chaperone rules/duties form**

(Available at <https://www.ponyclub.org/pdfs/rulebooks/2007HMRulebookappendixb.pdf>)

- At least 6 weeks before the due date, send out entries electronically to [cner@cne.ponyclub.org](mailto:cner@cne.ponyclub.org). The due date must be **at least 3 weeks** after the entries have been distributed.
- Have the CNER webmaster post entry on the website at <http://cne.ponyclub.org>.
- Receive entries back at least 2 weeks before event, and verify that all paperwork is correct.
- Once you have the teams assembled, let the Ribbons Coordinator know the number of teams, divisions, and placings.
- Code of Conduct form is not needed as long as it is part of the USPC membership form.
- Original signatures are needed on the medical releases, chaperone forms, coaches forms, equine release. Photocopied signatures are allowed on the competitor rally release.
- Medical releases should be collected on all Pony Club members even if they are coaches, advisors, Assistant Horse Management Judges.

## Scheduling

- In general, schedule riders so that formal inspection is approximately 1 hour before competitor rides.
- In general, 1and 1/2 hours is needed following the cross country phase at the Eventing rally in order to give kids enough time for turnbacks.
- All teams must be equally and fairly divided among formal inspection stations and riding judges. For example, if there are 2 formal inspection stations, each team should have two members go to Station #1 and two who go to Station #2.

## Documents

- A team packet should be made that includes the Rally Program, all team pinnies (these should be cleaned ahead of time), and team evaluations (which must be completed and returned at the end of the day).
- A formal Rally Program should be published that contains the schedule for the day, the list of teams identifying competitors, individual competitor schedules, team chaperones, and team coaches.
- Several copies of the official discipline rulebooks and horse management rulebooks should be brought to the rally for the various officials.
- Armbands or name tags should be provided to all officials, chaperones, and coaches. If possible, it is helpful to identify volunteers as well.
- Horse Management sheets and Evaluation forms are available on the CNER horse management web page at [http://cne.ponyclub.org/horse\\_management.htm](http://cne.ponyclub.org/horse_management.htm) or on the USPC forms page at <http://www.ponyclub.org/forms/forms.htm>.
- Horse Management sheets attached to clipboards need to be supplied (color coded if possible):
  - HM First Check – 1 per team
  - HM Required Equipment – 1 per team
  - HM Formal Inspection – 1 per competitor based upon rating
  - HM Turn-Back Sheet – 1 per team
  - HM Safety Check – 1 per team
- Evaluation forms to be supplied/completed at end of rally:
  - Rally Organizer - 1
  - Regional Supervisor - 1
  - Chief Management Judge - 1
  - Assistant Horse Management Judge – 1 per judge
  - Team/Competitor – 1 per team
- Depending upon the discipline, score sheets will be needed for the individual competitors and should be made up in advance. These can be ordered from the USPC bookstore and some are available on the web. These may include:
  - \_\_\_ Organizer's Packet (includes score sheets)
  - \_\_\_ Rulebooks for chairperson, officials, and judges

- \_\_\_ Dressage tests
- \_\_\_ Insurance certificates
- At the end of the day, a packet should be given to the DC of each participating team that includes:
  - \_\_\_ HM First Check
  - \_\_\_ HM Required Equipment
  - \_\_\_ HM Formal Inspection
  - \_\_\_ HM Turn-Back Sheet
  - \_\_\_ HM Safety Check
  - \_\_\_ Written Tests
  - \_\_\_ Rally Release & Code of Conduct
  - \_\_\_ Chaperone Form
  - \_\_\_ Medical Release
  - \_\_\_ Coach's Form
  - \_\_\_ CNER Entry Form

## Officials

- The number and type of judges to hire will depend on the rally discipline.
- There should be an EMT on site at the rally. A farrier and vet should at least be on-call, depending on the length and type of rally. (Confer with the RS).
- All rallies require a Technical Delegate (TD), an Appeals Committee, and a Ground Jury. See the horse management rulebook and the rally discipline rulebook for advice on selection.
- All mounted rallies have a Chief Horse Management Judge (CHMJ) and assistant horse management judges. Work with the CNER Horse Management Organizer (HMO) to assure that there will be adequate horse management representation at the rally.
- The person who scores the rally should be comfortable with the rally discipline rules. A second person should verify all posted and computerized scores with the individual paper forms. This person should be independent of the person who transcribed the scores. The more upfront cross checking of scores, the less chance to have scoring errors.

## Ribbons and Awards

- Coordinate with Ribbons Chairperson to obtain ribbons for rally.
- Coordinate with Ribbons Chairperson regarding the number of certificates needed for awards for perfect Formal Inspection scores.

## Horse Management

- Make sure that all trailers can be safely contained in the horse management area.
- There should be a place for posting horse management scores in the horse management area.
- There should be a table and chairs in the horse management area.
- Coordinate with the Chief Horse Management Judge (CHMJ) prior to the rally to determine when to schedule turn-backs.
- Coordinate with the Chief Horse Management Judge (CHMJ) prior to the rally to determine if jog-outs will be required and who will perform them.
- Coordinate with the Chief Horse Management Judge (CHMJ) prior to the rally to determine what horse management sheets are required and who will bring them.

## Volunteers

- Schedule volunteers for half-day shifts where possible. Depending upon the rally discipline, you may require the following volunteers:
  - X-C field judges
  - Stadium gatekeepers
  - Warm-up stewards
  - X-C starters
  - X-C timers
  - Dressage scribes
  - Dressage stewards
  - Runners/Hospitality
  - Stadium jump crew

Food booth assistants  
Parking attendants  
Course designers (should help mark the course numbers prior to the rally)  
Announcer  
Communications Coordinator  
Secretary/Organizer (at the rally)  
Stabling Organizer (if overnight)  
Written Test Coordinator  
Photographer

- Make sure you have at least 3 parking attendants (1 to greet trailers and 2 to help park trailers)

## **Items to Bring**

- Bring any whistles/bells if required by a judge.
- Bring clipboards for officials to use.
- Bring pencils, thumbtacks, blank paper.
- Bring scoreboards and bulletin boards.
- Bring coolers with water and cups – available to all free of charge.
- Bring several copies of the official discipline rulebooks and horse management rulebooks.
- Bring power cords for the audio system and the scorer.
- Bring road signs where possible to assist trailers.
- Bring table and chairs for the horse management, scorers and judges.
- Bring extra toilet paper if you are using porta-potties.
- Bring stop watches if there are sections that need to be timed.
- Bring signs to denote the neutral zone. Mark other areas to let competitors and spectators know where to go.
- Bring “regional checkbook”.